

**Mail or email form to:**  
Benefits Program  
500 East Capitol Ave  
Pierre, SD 57501-5070  
Email: benefitswebsite@state.sd.us  
Phone: 605.773.3148



## South Dakota State Employee Benefits Program Authorization for the Use and Disclosure of Protected Health Information

**PLEASE KEEP A COPY FOR YOUR RECORDS.**

**Employee / Spouse / Dependent** - The individual whose information may be released is:

Name:	Date of Birth:	
Address:	City:	ST/Zip:
Employee ID Number:	Last four digits of SSN:	

**Protected Health Information** - The information for the disclosure is:

Medical Records (Describe & include time frame):  Other (Describe):

**Disclosure** - The following person(s) or organization(s) are to **provide** the protected health information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST/Zip: \_\_\_\_\_

**Recipient** - The following person(s) or organization(s) are to **receive** the protected health information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST/Zip: \_\_\_\_\_

**Purpose of the Release or Disclosure of Information** - The reason I am authorizing release is:

My request  Other (describe): \_\_\_\_\_

**Expiration** - This Authorization expires (periods longer than one year must be designated):

Date: \_\_\_\_\_ OR Event: \_\_\_\_\_

**Explanation of Rights** -

I understand that:

- I can revoke this Authorization at any time by giving my written revocation to the BHR Benefits Program. My revocation is not effective as to disclosures already made and actions already taken in reliance upon this Authorization.
- The South Dakota State Employee Benefits Program may NOT condition treatment or workers' compensation benefits on whether I sign this Authorization. If I refuse to sign this Authorization or revoke it at a later date, such refusal or revocation may affect any rights I may otherwise have to workers' compensation benefits pursuant to state law. See 45 CFR 164.512(l).
- I am authorizing disclosure of information protected under federal law to be used for the purpose of administering, investigating and defending against my benefits' claim. This information, once disclosed, may be subject to re-disclosure by the recipient and no longer be protected by state or federal law
- This release and authorization does NOT permit you to release or provide any genetic information, information relating to genetic testing or any other information subject to and/or protected by the genetic information nondiscrimination act of 2008. (GINA) Do not provide any such information with the records you provide in response to this release and authorization.

**I ACKNOWLEDGE RECEIPT OF A COPY OF THIS AUTHORIZATION.**

\_\_\_\_\_  
Signature of Employee / Insured or Personal Representative Date

\_\_\_\_\_  
Representative's Relationship to Employee / Insured (if applicable) Representative's Printed Name

See BHR Notice of Privacy Practices at <https://bhr.sd.gov/benefits/FY19Files/privacypractices2018.pdf>.